



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068720R10011
ISSUANCE DATE: September 16, 2020
CLOSING DATE: October 6, 2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor
Private Sector Engagement Specialist, FSN-12 grade

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development Mission to Madagascar (USAID/Madagascar), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with the **Attachment** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attachment.

Sincerely,

Debbie Jackson
Contracting Officer

ATTACHMENT

Solicitation for a Cooperating Country National Personal Service Contractor, CCNPSC
Private Sector Engagement Specialist, FSN-12 Grade

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER** 72068720R10011
- 2. ISSUANCE DATE** September 16, 2020
- 3. CLOSING DATE** October 6, 2020
FOR RECEIPT OF OFFERS
- 4. POINT OF CONTACT** Dany Randrianatoavina
AntananarivoUSAIDHR@usaid.gov
 Phone: + (261) 33 44 320 00
- 5. POSITION TITLE** Private Sector Engagement Specialist
- 6. MARKET VALUE** MGA 73,993,845 to MGA 122,089,828 per annum, equivalent to FSN-12, in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Madagascar. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds. The base period will be one year, estimated start date on or about March 2021. Based on Agency need, the Contracting Officer (CO) may exercise an additional option period of 4 years, for the date estimated as follows:
- | | |
|---------------|----------------------------------|
| Base Period | o/a March 2021 to o/a March 2022 |
| Option Period | o/a March 2022 to o/a March 2026 |
- 8. PLACE OF PERFORMANCE** Antananarivo, Madagascar
 Duties With possible travel as stated in the Statement of
- 9. SECURITY LEVEL REQUIRED** Facility & Computer Access

10. ELIGIBLE OFFERORS:

This vacancy is open to Malagasy citizen and non-Malagasy citizen lawfully admitted for permanent residence in Madagascar. Non-Malagasy citizen will be compensated on the same schedule of salaries and benefits as are Malagasy citizens.

11. STATEMENT OF DUTIES:

The major duties and responsibilities of this position are to promote, strengthen and implement the partnership with the private sector in order to improve the quality of the impacts of our programs on development.

a. Conduct private sector engagement across the relevant sectors of the Mission's portfolio

- Coordinate with Private Sector Engagement (PSE) Advisor, the Practical Innovative On the job Training (PIVOT) Change Team members, and other USAID/Madagascar colleagues to identify opportunities for new and innovative market-based approaches to development, including public-private partnerships. The PSE Specialist will support the PSE Advisor and other Mission colleagues to develop a Mission-wide PSE operational plan for engaging with the private sector. This will include guidance, processes and activities to empower Mission staff to institutionalize private sector engagement.
- Conduct partnership analyses, along with project and activity design teams, and ensure that the findings are integrated in design documents. In this capacity, the incumbent will serve as a technical expert on private sector engagement and partnerships and support the PSE Advisor and technical offices in pursuing, developing, and implementing these agreements.
- Identify potential partners and develop and manage relationships with private businesses, corporations, foundations, NGOs, and other non-traditional development organizations through formal and informal outreach, personal contacts, and networking.
- Develop and sustain close, collaborative, professional relationships with senior government officials, private sector actors, colleagues with regional and international NGOs, industry associations, and civil society partners in coordination with the PSE Advisor, Pol-Econ, technical teams, and the PIVOT Change Team.
- Serve as principal knowledge source on USAID policies regarding engagement and partnership programs.
- Report information on an annual and as needed basis to Washington regarding resources leveraged and development outcomes achieved due to partnerships with the private sector.
- Organize roundtable discussions/speaker series on subjects which may contribute to a better understanding of strengths, weaknesses, opportunities and constraints related to the investment and enabling environment for the private sector.

b. Technical expertise in strategic planning, project and activity design, and in Implementation of the PSE Policy

- Provide strategic and technical expertise to the PSE Advisor, the PIVOT Change Team, the SEED Team and the Front Office, in support of “Enterprise-driven development”. The incumbent advises and updates the team on key policy changes by the GOM affecting USAID investments across all relevant sectors.
- Serve as a technical specialist in designing new activities. As such, s/he takes the lead in drafting key procurement documents such as statements of work and program descriptions and/or provides guidance on how to integrate PSE and market based approaches into these documents.

- Conduct research on social, political, administration, law, cultural, security, financial, environmental, and economic factors pertaining to private sector engagement in Madagascar. As such, the incumbent will contribute to the development of the Mission's overall conceptual framework and formulation of operational plans for implementation of a private sector policy that fits within the broader environmental, climate change, health, Water Sanitation and Hygiene (WASH), agricultural, food security, gender, youth, economic growth, and rural development goals of the Mission's technical offices.
- Monitor and assess the implementation of the PSE Plan in collaboration with the PIVOT Change Team, technical teams and the Front Office.
- Coordinate with technical and support offices, the PIVOT Change Team, staff from Washington and other OUs, to develop training sessions and tools to institutionalize the PSE policy and implement the PSE plan across offices in USAID/Madagascar.

c. Activity management and administration, coordination of Economic Growth Initiatives

The incumbent will perform the function of Contracting/Agreement Officer's Representative (C/AOR) as designated by the Mission Contracting/Agreement Officer for the management of contracts, cooperative agreements, and/or grants. Also, the PSE Specialist is required to perform work-related travel. Specific duties include:

- Provide technical leadership on the implementation, monitoring, and evaluation of assigned projects.
- Provide expert technical advice and direction to institutional contractors, grantees, GOM officials and other stakeholders as warranted.
- Review and approve implementing organizations' work plans and technical reports to verify that they meet the acceptance standards and delivery schedules, as specified in contracts or agreements.
- Manage the budget allocation, obligation, and disbursement of assigned activities. This includes reviewing and approving vouchers, conducting pipeline analyses, and processing incremental funding requests.
- Ensure activity achievements are appropriately documented and communicated through annual reports, portfolio reviews, congressional presentations, briefings, talking points, social media, and other formats.
- Coordinate with Regional and Centrally funded Economic Growth Support Programs.
- Plan and coordinate events with the Embassy and other USAID Operating Units (OU) to promote exchanges with private sector (both U.S. and Malagasy firms) and GOM actors.
- Assist the PSE Advisor on working closely with the East and Southern Africa Trade Hubs and Prosper Africa in Washington to promote U.S. and Malagasy trade and commerce;
- Assist the PSE Advisor on working closely with Power Africa and the Southern Regional Energy Program (SAEP); assist the Mission to develop and follow potential Power Africa transactions for Madagascar, including feasibility analysis, project preparation, financing and relationship management.
- Participate in meetings and working groups with other donor organizations working in the energy and trade sectors and share that information with relevant Mission staff.
- Receive full range training, coaching, and mentoring from the PSE Advisor, so that the PSE Specialist will be able to take on all the Advisor duties in the long run.

The contractor may be expected to perform work-related travel. The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

1) Supervisory Relationship

The incumbent works under the supervision of the Private Sector Engagement (PSE) Advisor. The incumbent will be expected to work independently, and also be able to take on all the PSE Advisor duties in the long run.

The incumbent will be supervised by the Agricultural Development Officer when the PSE Advisor position will be deleted.

2) Supervisory Controls

The incumbent will provide guidance on the Mission's PSE policy and operational plan, including closely coordinating with and providing advice to the PIVOT Change Team, but will not formally supervise staff.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Offers will be initially screened by the Human Resources Office to determine whether they have met the minimum qualifications below. A list of qualified offers will be referred to the evaluation committee for further consideration and screening.

a. Education

Minimum of a Bachelor's degree in Management, International Development, Business, Education, Communications, Diplomacy, Economics or a related degree from a reputable institution is required.

b. Prior Work Experience

At least six years of work experience on issues related to economic and private sector growth which may include a focus on entrepreneurship, social enterprise, impact investing, and workforce development. It may also include work with early stage enterprises, NGOs, universities or donor organizations that support private sector engagement.

c. Language Proficiency

Language proficiency equivalent to level IV in English: at this level an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Malagasy and/or French language into precise and correct English, and vice versa.

Equivalent to level III in French and Malagasy: at this level an employee is required to have a good working knowledge of both written and spoken language, and should be able to read and understand regulations, operating instructions, and to communicate effectively with staff members and the general public.

d. Ability to obtain medical and security clearances.

e. For non-Malagasy citizens, the residency in Madagascar at the time of offer is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (CO) reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient

competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

An evaluation committee will evaluate each offer who meets the minimum qualifications, against the evaluation factors listed below. The committee may conduct interviews of the most highly ranked candidates before making a recommendation to the CO. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills, and abilities; interview if applicable; and the results of reference checks. The evaluation committee may check references that have not been specifically identified by the candidates and may check references before or after a candidate is interviewed. Testing of language skills may be required.

We will only contact the highly ranked candidates shortlisted by the evaluation committee.

Education (10 Points)

While a Bachelor's degree is the minimum qualification, additional points will be given for an advanced degree in Management, International Development, Business, Education, Communications, Diplomacy, Economics or a related degree from a reputable institution, as well as for certifications relevant to private sector development, economic growth or trade.

Work Experience (30 Points)

- Strong experience related to economic and private sector growth which may include time working for the private sector and/or a focus on market-based approaches, business development, entrepreneurship, social enterprise, impact investing, and workforce development;
- Work with the Government of Madagascar on policies that create an enabling environment, and/or work on policies and activities to promote enterprise driven growth and private sector development;
- Experience negotiating partnerships, business deal, agreements, memorandum of understanding, and/or financial models with the private sector, government agencies and/or donors;
- Relevant experience developing and managing a partnership, business deal, cooperation agreement or a memorandum of understanding between one or a group of Malagasy partners, U.S.G and/or U.S. private sector.

Job Knowledge: (30 Points)

- Demonstrated strong understanding of the private sector and the development of private businesses as a means to promote employment, productivity, income and equitable growth.
- Familiarity to easily engage U.S. businesses, local entrepreneurs, commercial and investment banks, international lending institutions, and others involved in development and business investment.
- Demonstrated strong knowledge of Madagascar and an understanding of the development agenda of the country and its actors (regarding policies, plans, strategies, projects, industries, cooperatives, SMEs, formal and informal sectors, trades, markets, production, logistics, infrastructures, customs, taxes, import/export, socio-economic-trade-finance context).

- Strong network of contacts within the Malagasy business community and the government of Madagascar.

Skills And Abilities (30 Points)

- Strong problem solving skills involving complex, or conceptual problems, particularly in the areas of private sector engagement and business development;
- Similarly, he/she must have strong analytical and critical thinking skills;
- Good communication skills including the ability to write clear, concise and punctual communications, such as e-mails, memos, site visit reports and other documents, and give good oral presentations;
- Demonstrated strong interpersonal skills and the ability to work in a diverse cultural environment, with a level of authority/leadership/credibility necessary for successfully fulfilling the scope of work;
- Proven teamwork experience to complete tasks in a timely manner. S/he must be a team player and be able to develop and maintain positive working relationships with a wide variety of stakeholders, private sector, donor and GOM representatives.

TOTAL POSSIBLE POINTS: 100

IV. SUBMITTING AN OFFER

1. Eligible Offerors **are required** to submit the following. Incomplete submissions will not be considered:
 - a. **Completed Federal and SIGNED form AID 309-2:** “Offeror Information For Personal Services Contracts with Individuals”, available at the USAID website, on www.usaid.gov/forms.
 - b. **Two justification letters: one in English and one in French:**
Specifically addressing each of the selection factors listed above in detail that makes the offeror qualified for the position:
 - Part I: Education and experience
 - Part II: Knowledge
 - Part III: Skills and abilities.
 - c. **Curriculum vitae (CV) or resume in English:** with your telephone number and contact information (home or office address, e-mail address, etc.);
 - d. **Diplomas and certificates:** photocopies of any documents demonstrating that the offeror meets the minimum qualifications. Offerors are encouraged to submit photocopies. Originals will not be returned;
 - e. **References:** Offerors are required to provide at least five (5) references with complete contact information, including professional relationship, current e-mail address and telephone numbers, who are not family members or relatives. The offeror’s references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for top-ranked candidates. If an offeror does not wish for the current employer to be contacted as a reference check, this

should be stated in the AID 309-2 form. The interviewing committee will delay such reference check pending communication with the offeror;

f. **Additional documents for non-Malagasy citizens:** Photocopy of Malagasy long term “visa de séjour” at the time of offer, or any other residency justifications.

2. Offeror submissions must be received by the closing date and time specified in **Section I, item 3**, and submitted to the **Point of Contact in Section I**, electronically to the e-mail address: AntananarivoUSAIDHR@usaid.gov.

3. Subject line for submission:

“PSE Specialist [your name]”

All documents should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx). We will not open compressed files (.zip, .rar, etc.)

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- 1) Security Eligibility and Facility Access: Prior to award, the selected individual must be able to obtain the security clearance. Completed SF-85P form will be required. The Regional Security Officer (RSO) at the Mission will make a determination. Temporary clearances may be requested while a personal background investigation is conducted. USAID will assist in this.
- 2) Medical Clearance and Certification: Prior to award, the selected individual will be required to obtain a medical clearance. S/he will go through a medical examination at a designated clinic. Pre-Employment Medical Information form will be provided.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS
 - Employer contribution to Caisse Nationale de Prévoyance Sociale (CNaPS)
 - Employer contribution to a health insurance plan for the selected individual and eligible family members
2. ALLOWANCES
 - Transportation allowance is 30% of basic salary
 - Miscellaneous allowance is MGA 1,100,000/year
 - Annual bonus is 10% of annual basic salary.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

- AAPD 06-08: AIDAR, Appendices D AND J: Using The Optional Schedule To Incrementally Fund Contracts
- AAAPD 03-11: Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.

END OF SOLICITATION